

18 August 1952

Dear General Eisenhower:

In accordance with the President's instructions that I provide you with information on the world situation similar to that which he receives each Friday morning, I suggest that the substance of these briefings in condensed form be bound in a folder, together with a very short summaries of current intelligence estimates, and delivered to you each week or ten days by an officer of this Agency. The reading time should not exceed fifteen minutes.

After you have read and any questions which occur to you have been answered, the officer can return the folder to me, since its contents are of a classified nature which must by law remain in the custody of an officer who is properly cleared for security. While you personally are so cleared, you should not be burdened with the responsibility of securing documents of this nature.

If the above is satisfactory, will you be good enough to have one of your personal assistants make up a tentative schedule of dates and places of delivery that will be convenient to you?

Faithfully,

/s/ Walter B. Smith

General Dwight D. Eisenhower
Post Office Box 985
Denver, Colorado

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C O P Y

THE WHITE HOUSE
WASHINGTON

December 31, 1952

TO The Secretary of State
 The Secretary of the Treasury
 The Secretary of Defense
 The Attorney General
 The Postmaster General
 The Secretary of the Interior
 The Secretary of Agriculture
 The Secretary of Commerce
 The Secretary of Labor
 Chairman, Atomic Energy Commission
 ✓ Director of Central Intelligence
 Chairman, Civil Service Commission
 Director, Federal Mediation and Conciliation Service
 Administrator, Federal Security Agency
 Administrator, General Services Administration
 Administrator, Housing and Home Finance Agency
 Director, Mutual Security Agency
 Administrator, Reconstruction Finance Corporation
 Administrator, Small Defense Plants Administration
 Director, Bureau of the Budget
 Director of Defense Mobilization
 Administrator, Economic Stabilization Agency
 Executive Secretary, National Security Council
 Chairman, National Security Resources Board

As you know, I have been trying to facilitate an orderly transition to the incoming Administration, and to that end I have asked that everyone in the Executive branch be helpful in every way possible to General Eisenhower's representatives.

I would appreciate it if you could let me have, not later than January 10, 1953, a brief report with respect to what has happened on this subject in your department or agency, covering such matters as materials you have prepared to aid the new administration; requests for assistance you have received from General Eisenhower's representatives; and conferences and other consultations held to smooth the transition.

Harry Truman